



# Application for Employment

Physical: 660 Main Street SW | Mailing: P.O. Box 1209 | Los Lunas, NM 87031  
 Phone: (505) 352-7673 | Fax: (505) 352-3580

## PLEASE READ THIS BEFORE FILLING OUT THE APPLICATION

Resumes will not be accepted in lieu of a completed application. If you wish to attach a separate resume you may do so; however, you will still be required to complete the application in its entirety. For each position being applied for, a separate application must be submitted. As the application is an important part of the recruitment process, it must be completed, in its entirety. The Village of Los Lunas (the Village) Human Resources Division reserves the right to disqualify applications containing false, incomplete, and/or inaccurate information.

As the Village uses this document to determine applicant qualifications please:

1. Be specific when communicating education, certifications, professional licensures, training, and experience;
2. Include supporting documentation such as educational transcripts, training, and professional licensures and certifications;
3. Type or hand write, in ink, as neatly and clearly as possible; and
4. Answer all questions to the best of your knowledge and ability.

## DISCLAIMER

Employment is contingent upon the successful completion of a pre-employment background check, reference checks, physical, and drug screen for applicable positions.

All applicants are considered for employment on the basis of their ability to perform the job without regard to individual race, religion, color, sex, age, national origin, disability, marital or veteran status, or any other protected status.

Thank you for your interest in seeking employment with the Village of Los Lunas.

Position Title Applied For	Date of Application
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## Personal Information

Last Name:		First Name:		Middle Name:	
Address:			City:		State:
					Zip Code:
Telephone Number <i>Home:</i>		<i>Cell:</i>		Best Place to Leave a Message: Home <input type="radio"/> Cell <input type="radio"/>	
E-mail Address:					

**THE VILLAGE OF LOS LUNAS IS AN EQUAL OPPORTUNITY EMPLOYER**

## General Information

Are you eighteen (18) years or older? Yes  No

If no, state age: \_\_\_\_\_

If you are under 18 years of age only, can you provide required proof of eligibility to work? Yes  No

*If you are 18 years of age or older, this questions does not apply and you are not required to provide a response. For those to whom this applies, proof must be provided within 3 business, days from the date of hire.*

Have you ever been employed with the Village of Los Lunas? Yes  No

If yes, give dates of employment: From: \_\_\_\_\_ to: \_\_\_\_\_

Position(s) held: \_\_\_\_\_

Do you currently have any relatives working for the Village of Los Lunas? Yes  No

If yes, please provide name, title, and relationship \_\_\_\_\_

\_\_\_\_\_

Do you possess a valid Driver's License? Complete if Applying for a Driving Position Only Yes  No

Class of License \_\_\_\_\_ State issued in \_\_\_\_\_

Do you have military experience? Yes  No

What is your desired minimum salary? \_\_\_\_\_

## Education, Certifications, Licensures, and Training

*Proof of each educational diplomas/degrees, professional certificates, professional licenses, and/or trainings claimed must be attached to this completed application.*

Education Level	Name of Educational Facility	Course of Study	Completed
High School/GED			Yes <input type="checkbox"/> No <input type="checkbox"/>
Undergraduate			Yes <input type="checkbox"/> No <input type="checkbox"/>
Graduate School			Yes <input type="checkbox"/> No <input type="checkbox"/>
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>
Professional Certification	Type/Class	Issuing Authority	Expiration Date
			NA <input type="checkbox"/>
			NA <input type="checkbox"/>
			NA <input type="checkbox"/>
Professional License	Type/Class	Issuing Authority	Expiration Date
			NA <input type="checkbox"/>
			NA <input type="checkbox"/>
			NA <input type="checkbox"/>
Training			
<i>List applicable and relevant training.</i>			

## Employment Experience

*List employment history for the past seven (7) years, starting with your present or last employer first and working backwards. Include any job-related military service assignments, volunteer activities, part-time or seasonal work, and explain any periods of unemployment that exceed 30 days or more. Attach additional sheets if necessary.*

Employer Name:	Position Title:	Reason for Leaving:
Address:		
Supervisor:	Telephone Number:	E-mail Address:
Dates Employed: To:	Hourly Rate: To:	Full Time (40- 30 hours per week) <input type="checkbox"/> Part Time (29 > hours per week) <input type="checkbox"/>
Work Performed:		
Employer Name:	Position Title:	Reason for Leaving:
Address:		
Supervisor:	Telephone Number:	E-mail Address:
Dates Employed: To:	Hourly Rate: To:	Full Time (40- 30 hours per week) <input type="checkbox"/> Part Time (29 > hours per week) <input type="checkbox"/>
Work Performed:		
Employer Name:	Position Title:	Reason for Leaving:
Address:		
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Dates Employed: To:	Hourly Rate: To:	Full Time (40- 30 hours per week) <input type="checkbox"/> Part Time (29 > hours per week) <input type="checkbox"/>
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Supervisor:	Telephone Number:	E-mail Address:
Dates Employed: To:	Hourly Rate: To:	Full Time (40- 30 hours per week) <input type="checkbox"/> Part Time (29 > hours per week) <input type="checkbox"/>
Work Performed:		

# Professional References

*Known to you for at least one (1) year.*

Name	Association	Occupation	Telephone Number	E-mail Address

## Human Resources Question:

How did you hear about this position?

*Village of Los Lunas website*

*Facebook post*

*Valencia County News Bulletin*

*Other*

*Employee Referral*

Name: \_\_\_\_\_

## Applicant's Statement

I hereby affirm that the information provided on this application (and accompanying documentation, if any) is true and complete to the best of my knowledge and understand that falsified information, or significant omissions, is grounds for refusal to hire or, if hired, dismissal.

I hereby authorize any of the persons or organizations listed in my application to give all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and release all such parties from all liability that may result from furnishing such information to the Village. Furthermore, I authorize the Village to request and receive such information.

In consideration for my employment and my being considered for employment by the Village, I agree to adhere to the rules and regulations of the company and hereby acknowledge that these rules and regulations may be changed by the Village at any time, at the Village's sole option, and/or without any prior notice. In addition, I acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without prior notice, at any time, at the option of either the Village or me.

Lastly, I understand that no representative of the Village has any authority to enter into any agreement for employment for any specified period of time, or to assure or make some other internal employment movement, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or to make any agreement, that is contrary to the foregoing.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date